

Proof of Immunization Submission Guide

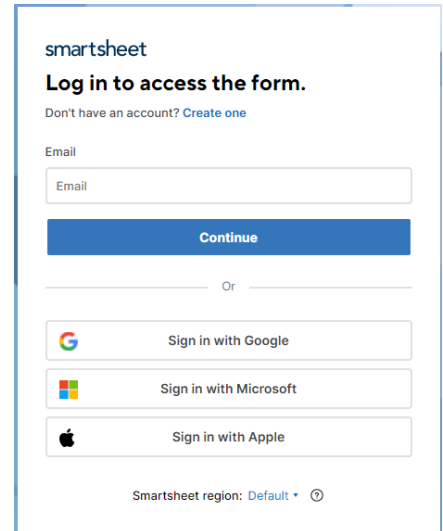
Submit from a workstation

Access the www.connecticutchildrens.org/staffvaccines website to find the link to submit your Proof of Vaccination or click on the link below.

Submit your Proof of Vaccination

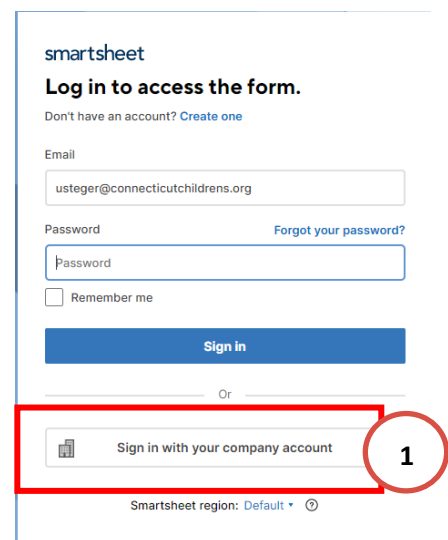
If you are already logged into the CT Children's network with your own credentials (not with a shared account), skip to Step 3

If you see this window, enter your email address and click on **Continue**



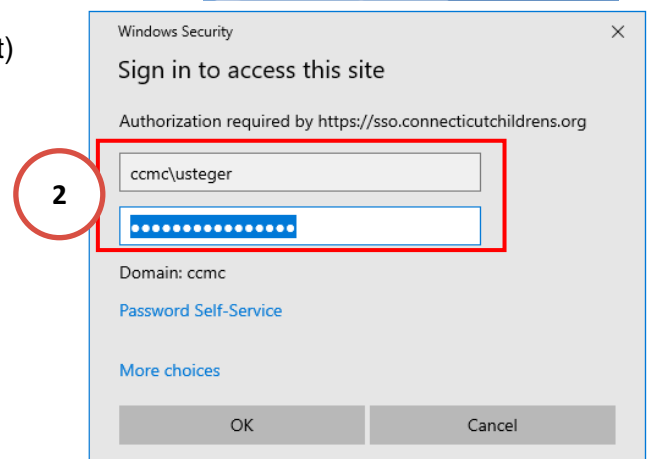
The image shows a Smartsheet login window. At the top, it says "smartsheet" and "Log in to access the form." Below this is a link "Don't have an account? Create one". There is an "Email" input field with a placeholder "Email". Below the input field is a blue "Continue" button. Underneath the "Continue" button is an "Or" separator. Below the separator are three social login buttons: "Sign in with Google", "Sign in with Microsoft", and "Sign in with Apple". At the bottom, it says "Smartsheet region: Default" with a dropdown arrow and a help icon.

1. Click on **Your Company Account** (no need to enter your password)



The image shows a Smartsheet login window. At the top, it says "smartsheet" and "Log in to access the form." Below this is a link "Don't have an account? Create one". There is an "Email" input field with the placeholder "usteger@connecticutchildrens.org". Below the email field is a "Password" input field with a placeholder "Password". To the right of the password field is a link "Forgot your password?". Below the password field is a checkbox labeled "Remember me". Below the checkbox is a blue "Sign in" button. Underneath the "Sign in" button is an "Or" separator. Below the separator is a button labeled "Sign in with your company account" which is highlighted with a red rectangle and a circled "1". At the bottom, it says "Smartsheet region: Default" with a dropdown arrow and a help icon.

2. Enter **ccmc\your username** (e.g. ccmc\Atest) and your CT Children's network password and **Sign In**



The image shows a Windows Security sign-in window. At the top, it says "Windows Security" and "Sign in to access this site". Below this is the text "Authorization required by https://sso.connecticutchildrens.org". There is a username input field with the placeholder "ccmc\usteger" and a password input field with a placeholder "Password". Both fields are highlighted with a red rectangle and a circled "2". Below the password field is the text "Domain: ccmc". Below the domain text is a link "Password Self-Service". Below the link is a link "More choices". At the bottom are two buttons: "OK" and "Cancel".

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Submit from a workstation

The *Smartsheet Proof of Vaccination 2023/2024 Form* opens.

Complete all required fields.

3. Click on **browse files** to upload your **Proof of Immunization**.
4. **Attest** that the information provided is accurate.
5. Check off **Send me a copy of my responses** and then click **Submit**.

This ensures you receive a copy of your submission, including the file name of the attached document for your records.

You will receive a confirmation email that your submission was sent.

Did you get your flu shot Internally (at a Connecticut Children's site) or externally? *

☐ Internally ☐ Externally

Please choose your name from the list below. If your name is not listed, please select "My Name is not listed." *

Select

Does your name on your vaccination document match the name selected above? *

☐ Yes ☐ No

Date of Birth *

(MM/DD/YYYY)

Are you an Employee of Connecticut Children's? *

☐ Yes ☐ No

Your Department *

Who do you report to? *

Upload your proof of vaccination here. *

Please note, your proof of vaccination must include the date and site of administration, brand of the vaccine and Lot Number of the vaccine. A receipt or prescription will not be accepted.

Drag and drop files here or [browse files](#)

3

Attestation *

☐ I attest that the information in the document above is correct. I understand that clicking "Submit" will electronically sign the form and that signing this form electronically is the equivalent of signing a physical document.

5

☐ Send me a copy of my responses

Submit